King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.02.006, Equipment & Power Failure	Approved By:	Director Allen Nance
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Purpose
To explain procedures to be followed in the event of a sustained loss of equipment and/or power failure that interrupts the normal operations of Department facilities.

Policy
It is the policy of this Department that equipment and power failures are promptly reported and repaired, and that back-up procedures are in place to maintain essential security operations.

References

DAJD Policies: 1.01.005, Executive Duty Officer
2.01.001, Emergency After Hour Repairs
3.02.002, Incident Command System
3.02.018, Jail Freeze & Lockdown

DAJD Forms: Maintenance Kite (F-537)

Definitions
Emergency Lanterns: Large, high-powered, battery-operated flashlights.
CCTV: Closed circuit television
HVAC System: Heating, ventilation, and air-conditioning system.
UPS: Uninterrupted power supply.
FMD: King County Facilities Management Division, Department of Executive Services.
ESW: Emergency stairwell.
After hours: Weekends, holidays, and other hours when the FMD is not at full staffing.

A. General Guidelines
1. Movement throughout the facility shall be kept to a minimum during any power shortages or failures.
2. When movement through ESW's is required (in buildings so equipped), the movement shall be coordinated through Central Control.

3. Each DAJD detention facility shall have emergency equipment necessary to maintain essential security operations during a power failure.
4. Tests of emergency equipment shall be performed at least once per calendar year.
5. If a power outage or equipment failure effects the operation of a central, floor, or housing control panel, a supervisor shall be contacted immediately. If the situation cannot be corrected momentarily, manual operations via key may become necessary.

B. Equipment/Power Failure Repairs

In the event of an equipment and/or power failure:

1. **Any staff member** shall report equipment and/or power failures to his or her supervisor and the respective Division's Maintenance & Supply (M&S) Unit as soon as possible. This shall be accomplished:
   a. Via radio or telephone, if the repair is urgent and the M&S Unit is available.
   b. Via telephone or e-mail if the repair is not urgent.
2. **Uniformed Staff** shall:
   a. Notify the appropriate control room of the problem.
   b. Log the event in the JMS shift log.
   c. Notify the Duty Sergeant.
   d. Request additional staff, as needed.
3. **Central Control** shall:
   a. Contact repair persons, if directed, for after-hours repairs.
   b. Log the communication as an entry into the Central Control JMS shift log.
   c. Notify the Duty Sergeant when repair persons arrive and again when they exit the facility.
   d. Assess the following when elevators are inoperable:
      1. Are there people trapped in the elevator? If so, their identity.
      2. Do any of those trapped in the elevator have any serious medical concerns?
      3. What are the environmental conditions inside the elevator?
      4. How soon will repair staff arrive?
   e. Report the details to the Duty Sergeant, who will alert the Shift Commander.
4. The **M&S Sergeant** shall:
   a. Document the failure.
   b. Prioritize all repairs.
   c. Contact the FMD or approved vendors to schedule repairs.
   d. Provide Central Control with instructions on contacting repair staff (vendors, FMD staff) in the event of an emergency.
5. **Duty Sergeants** shall:
   a. Immediately notify the Shift Commander if the failure poses an immediate threat to safety or security.
   b. Notify the Shift Commander of the status of all after-hours emergency repairs.
6. The **Shift Commander** shall:
   a. Ensure that FMD staff are notified of any power failure.
      1) If after hours, follow policy 2.01.001, Emergency After Hours Repairs.
   b. Authorize repairs if the failure poses an immediate threat to safety or security.
   c. Direct Central Control to contact repair persons if an after-hours repair is necessary.
   d. Authorize overtime when additional staff is necessary to maintain security.
   e. Record the incident as a shift note in the Roster Management System.

f. Determine if DAJD staff will attempt to free those stuck in an elevator(s) and/or to notify the Fire Department and request assistance. The Fire Department shall be notified if there is an associated medical emergency.
g. Ensure that the M&S Sergeant is notified of the equipment/power failure.

C. In the event of a total power failure

1. ESW usage shall be determined by the Shift Commander.
2. Elevator call buttons will not work during a total power failure. Staff shall communicate with Central Control via other means when necessary.
3. Emergency lighting will be available at emergency exits and for some lighting throughout the facility. Emergency lighting will last for approximately 20 minutes on battery power, if generator power is not available.
4. Emergency keys are located: C2 [redacted]
5. After they have been unlocked by Central Control or other means, ESW doors must be relocked manually with a key.
6. C2 [redacted].
7. Computers shall be turned off prior to a planned power outage. Computers should be turned off during planned or partial power interruptions or immediately following a total power failure to minimize computer damage when power is restored. Computers may only be turned back on after the facility has returned to normal operations.
8. C2 electrical outlets are powered by the emergency generator. Vital equipment should be connected to them.
9. The **M&S Sergeant** shall maintain a supply of flashlights, emergency lanterns, and batteries for use during a power failure. C2 [redacted]
10. The **Shift Commander** shall:
    a. Determine the severity of the emergency, and the proper response to assure safety and security of the facility.
    b. Set up an Incident Command Center & System, if necessary. Refer to Department policy 3.02.002, Incident Command System.
    c. Order a C2 [redacted], following Department policy 3.02.018, Jail Freeze & Lockdown.
    d. Order C1 [redacted] minute checks in all areas where residents are present.
    e. Direct the use of ESW's if elevators are deemed unreliable or inoperable.
    f. As needed, post C2 [redacted] at each access/egress to maintain the security of the facility.
    g. Ensure that Central Control has notified FMD.
        1) If after hours, follow policy 2.01.001, Emergency After Hours Repairs.

h. Notify the Division Major and/or the Executive Duty Officer when the failure jeopardizes facility security or interferes with the service the Department provides to contracting agencies. Refer to Department policy 1.01.005, Executive Duty Officer.
i. If necessary, designate a staff member to record the issuing of equipment and supplies from M&S.
j. Conduct a debriefing of the incident.
k. Collect reports and forward with recommendations to the Division Major.

11. **Central Control Officers** shall:
    a. Begin an incident log.
    b. At the KCCF, C2 [redacted]
    c. Sign out additional keys as directed by the Shift Commander or Sergeants.
    d. Notify outside agencies, as directed, of the incident and request suspension or diversion of new bookings and transports.
    e. Notify outside agencies when the situation has been concluded.
    f. Inventory all keys and other equipment at the conclusion of the incident.
12. The **ITR Sergeant** shall:
    a. Ensure all C2 [redacted] procedures are implemented, following Department policy, 3.02.018 Jail Freeze & Lockdown.
    b. Assign an Officer to operate all C2 [redacted], as necessary.
    c. Assign additional Officers to assist Check-In/Visiting Control with evacuating visitors and securing public areas, as necessary.
    d. As directed by the Shift/Incident Commander, assign C2 [redacted] until power is restored.
    e. Advise other facilities and other staff, as needed, of the power failure.
    f. Direct emergency response as indicated by the Shift/Incident Commander.
13. **ITR Officers** shall:
    a. Secure all residents C2 [redacted].
    b. Assist Check-In /Visiting Control in evacuating visitors, securing public areas, and conducting security checks to ensure that all visitors are evacuated.
    c. Provide emergency response as directed by the Shift/Incident Commander.
    d. Return all emergency keys, equipment, and supplies at the conclusion of the incident.
14. The **Check-In Officer/Visitor Control Officer** shall:
    a. Initiate the evacuation of visitors from the building with the assistance of ITR Officers.
    b. C2 [redacted] the lobby doors to ensure that only authorized persons are allowed to enter.
    c. Notify Central Control when the public areas have been searched and secured.
    d. Await further instructions from a supervisor.
15. **Housing Sergeants** shall:
    a. Ensure all C2 [redacted] are implemented, following Department policy 3.02.018, Jail Freeze & Lockdown.
    b. As directed by the Shift/Incident Commander, designate an Officer to evacuate/relocate staff and volunteers, and secure all programs and work areas.
    c. Implement C1 [redacted]-minute security checks of all housing units.

d. Direct emergency response as indicated by the Shift/Incident Commander.

16. **Housing Unit Officers** shall:
    a. C2 their units, following Department policy 3.02.018, Jail Freeze & Lockdown.
    b. Conduct a physical headcount (with an additional Officer, if available).
    c. Physically check all C2
    d. Advise Floor/Housing Control Officers once all residents are racked back and the unit is secure.
    e. Request an additional Officer, if necessary, via Floor/Housing Control if it becomes necessary to open a cell door C2 .
    f. Conduct security checks every C1 minutes during a total power failure.
    g. At the KCCF, open all dayroom and wing doors with T-bars to facilitate C1 minute security checks. Doors should be secured during the time between checks.
    h. Upon the return of power, conduct a physical headcount, checking all doors again to verify that they are secured.
    i. Return all C2 upon the conclusion of the incident.
    j. Complete M&S requests as needed for replacement supplies and repairs.
17. **Clinic Officers** shall:
    a. Secure residents in the clinic holding cells until a supervisor indicates that they may be returned to their housing units.
    b. Escort residents back to their housing units when instructed.
    c. Once the clinic has been secured, assist as directed by a supervisor.
18. **Court Detail Officers** shall:
    a. Secure residents in court detail holding cells until a supervisor indicates that they may be returned to their housing units.
    b. Escort residents back to their housing units when instructed.
    c. Assist as directed by a supervisor.
19. **All Other DAJD Staff** shall:
    a. Assist as directed by a supervisor.
    b. Remain off elevators, away from exits, and refrain from non-emergency communications, following Department policy 3.02.018, Jail Freeze and Lockdown.
    c. Locate flashlights for personal use.
    d. Remain available to assist as needed.

D. Emergency Back-Up Generators and Power Availability

1. The emergency generators will automatically activate following a power failure.
2. The emergency generator(s) will provide limited power, sufficient to sustain limited operations and to provide for emergency response.